

Responsibility Matrix

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RESPONSIBILITY MATRIX

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Updated 2-28-2023
Board ApprovedArchitectural **ACC** or Landscaping **LC** Change Request Forms Required

Exterior / Structure	COMMENTS	HOA	OWNER	CC&R	ACC/LC
Roof - Repair	Original – unmodified by owner	X		5.14 a	
Roof - Repair	Area modified by homeowner for, but not limited to, satellite dishes, awnings, attic fans, added skylights etc		X	5.06 a 5.14 a	ACC
Roof - Replace	Replaced 2018	X		5.14 a	
Rain Gutters - Maintain	Original – unmodified by owner	X		5.14 a	
Rain Gutters - Repair/Clean	Original – unmodified by owner/ one yearly cleaning	X		5.14 a	
Rain Gutters - Replace	Replaced 2021	X		5.14 a	
Rain Gutters - Repair/Replace	If modified by homeowner or contractor, including patio area		X	5.14 a	ACC
Siding - Repair	Original – unmodified by owner	X		5.14 a	
Siding - Replace	TBD (To Be Determined)	X		5.14 a	
Siding - Repair/Replace	If damaged/modified by owner, visitor, your contractor (hanging items, BBQs, etc.) Also, see under PATIO		X	5.14 a	ACC
Siding - Cleaning	Responsible for damage - No high-power washes		X	5.14a	
Porch Columns	Repair column, stucco, paint/water damage - unmodified by owner	X		5.14 a	
Porch Columns	Modified by owner with additions e.g. flag/hose/plant holders, etc.		X	5.14a	ACC
Stucco - Paint	TBD	X		5.14 a	

Exterior/Structure Cont.	COMMENTS	Pg. 2	HOA	OWNER	CC&R	ACC/LC
Door (Front) - Paint	Exterior of door facing common area, including frame and threshold – HOA approved green only		X		5.14 a	
Door (Front)	Repair/Replace – Original – undamaged by owner		X			
Door (Front) – Replace/Repair	If damaged by owner, their visitor or their contractor			X	5.14 a	ACC
Doors (Patio) (Plus Frame)	Paint/Repair/Replace - House-to-patio, garage-to-patio			X	5.14 a	ACC
Doors Related Items	Hardware, thresholds, sweeps, doorbells, and frames.			X	5.14 b	ACC
Faucets - Front Replace	Front exterior faucets only/unaltered by owner		X		5.14 a	
Faucets - Front / Altered	Altered by owner from original set up. Owner is responsible for winter prep.			X	5.14 a	
Windows - Maintain/ Repair/ Replace/ Clean	Including sashes, casements, frames, screens, and window panes.			X	5.14 a	ACC
Patio Covers, Awnings, Shades etc.	Damage from approved or unapproved item attached to roof / structure / building			X	5.14 a	ACC
Drainage Maintain/Replace/Repair	Owner alteration to drainage & any damage caused via landscape changes			X	5.12 7.01	LC
Vents - Fireplace	Front, outside, original		X		5.14 a	
Vents - Crawlspace	Unmodified by owner by grade or landscaping that impacts exterior vent protection		X		5.14 a	
House Numbers	Maintain /Replace Front and Back & Mailboxes Need approval for changes.			X		ACC
Electrical Outlet / Front Porch	Maintain & Repair			X	5.14 a	
Interior						
Water Damage Repairs	Caused by water pipes & drains within interior walls & in crawlspace (includes damage by frozen pipes)			X		
Crawlspace	Insurance coverage of mold may be limited and owner paid deductible applies			X		

Interior Cont.	COMMENTS	Pg. 3	HOA	OWNER	CC&R	ACC/LC
Attics	Insurance coverage of mold may be limited and owner paid deductible applies			X		
Interior by Item (not limited to those listed)	Maintain, replace, repair, elec. wiring, fixture, water heaters, plumb. components, appliances, A/C, heating, sewer disposal, fire & CO detectors & batteries, etc.			X	5.14 b	
Lighting						
Front In-Ground Lights	Repair, Replace, Maintain including bulbs & photo cell			X	5.14 a	
Front Door & Patio Entry Lights	Repair, Replace, Maintain including bulbs			X	5.14 b	ACC
Garage Exterior Lights / Photo Cell			X		7.02	
Lamp Posts (individual)	Repair and Maintain			X		ACC
Street Lights	Maintain, Repair, Replace		X		7.02 5.14 a	
Garage						
Overhead Door-Replace/Maintain	Maintain, repair, replace door, frames, opener, keypad, trim, and moldings			X	5.14 b	ACC
Roads – Alleyways-Parking						
Roads/Streets, Alleyway, Front Parking Areas	Sealcoating and repair as needed, sweeping 2 x's per year, snow removal (as contracted)		X		5.14 a 7.01	
Private Parking Spots	Changes or Improvements requires ACC Approval			X	5.14 a	ACC
Signs – Entrance & Street	Maintain, Repair, Replace		X		5.23 6.06 e	
Patio Area (Rear)						
Faucets	Maintain, Repair, Replace			X	5.14 a	
Hot Tubs, Fountains, Water Features	Installation & Repair any damage.			X	5.14 a	ACC
Covers, Awnings, Shades, Satellite Dishes etc.	Installation & Repair of any item attached to the buildings, siding, fences, cement, or ground.			X	5.14 a	ACC
Fencing Surface Patio Interior & Exterior	Repair & Maintain including dirt, mold, water & rust stains removal.			X	5.14a	

Patio Area (Rear) Cont.	COMMENTS	Pg. 4	HOA	OWNER	CC&R	ACC/LC
Fencing-Extensions/Gate	Changes to the original layout			X	5.14a	ACC
Landscaping	Maintain & Replace			X	5.14 a	ACC
Gutters in Patio Area	Repair & Maintain rain gutters that have been modified & interfere w/HOA yearly maintenance			X	5.14 a	
Siding in Patio Area	Repair of siding caused by owner modification (Approved or Unapproved)			X		ACC
Sprinkler/ Watering Device	Maintain/Repair any damage caused by owner-installed device/system (do not tap into main sprinkler system)			X		LC
Common Areas -This is ALL	areas outside of fenced areas					
Sidewalks & Front Walks	A. D. A. Guidelines for repairs apply.		X		5.14 a 7.01	
Downspouts/Drain System	Maintain, Repair		X		5.14 a	
French Drains	Maintain, Repair		X		5.12 a	
Retaining Walls (at Entrance)	Maintain & Repair		X		5.14 a	
Entrance Sign & Associated Lights	Maintain & Repair		X		5.14 a	
Fencing – Perimeter	Maintain/Repair – Example: Peachtree prop. line, State St., Business Park, South end by private homes		X		6.06f	
Mailboxes and Mailbox Numbers	Per ACC approved request (including stand)			X	5.22	ACC
Sprinkler Systems	Original		X		5.14 a	
Landscaping						
Common Areas	Maintain - mow, water, edge, weed, trim		X		5.14 a	
Trees & Shrubs	Maintain, water, replace		X		5.14 a	